



**DEPARTMENT OF THE ARMY and AIR FORCE**  
Joint Forces Headquarters, Kentucky National Guard  
Boone National Guard Center, 100 Minuteman Parkway  
Frankfort, Kentucky 40601-6168

KG – HRO

15 April 2008

MEMORANDUM FOR All Commanders, Supervisors, and AGR Personnel, KyNG

SUBJECT: (KYNG Log Number P08-041) Memorandum of Instruction – Policy for Title 32 KyNG Full Time National Guard Duty (AGR) Soldiers Requesting Outside Employment

1. Active Guard/Reserve (AGR) members who are members of the Kentucky National Guard should be aware of the steps they must take prior to performing any outside employment and to include self-employment.
2. AGR members may not work outside employment that interferes or is in conflict with the performance of their military duties. Furthermore, AGR members may not work in a job that creates a risk of bringing discredit upon the individual or the Kentucky National Guard.
3. While this is not a blanket prohibition relating to outside employment of AGR members, such outside employment must not interfere with the Soldier's or Airmen's active duty mission. AGR members will be expected to perform their duties whether during duty hours or after duty hours. Additionally, AGR members must not let their outside employment inhibit their ability to satisfactorily perform their military mission by coming to work physically and/ or mentally fatigued. All AGR members will report to work ready, willing, and able to perform their assigned duties.
4. All AGR members must have written concurrence from the Full-time MACOM Administrative Officer (Army) and / or Wing Commander (Air) prior to engaging in any outside employment either with or without pay. This requirement also includes self-employment, which could interfere with the full and proper discharge of duties. The AGR must submit a request by memorandum through their Full-time supervisory channels (Army) and / or command channels (Air) to the Full-time MACOM Administrative Officer (Army) and / or Wing Commander (Air) with the following information:
  - a. Name of AGR Member
  - b. Organization and unit
  - c. Name and address of proposed employer and company
  - d. Exact title of proposed position in the civilian employment
  - e. Date and hours to be worked per week
  - f. Name of proposed immediate supervisor
  - g. Specific duties and responsibilities of outside work

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5. The approval authority for T32 AGRs requesting outside employment is their Full-time MACOM Administrative Officer (Army) and Wing Commander (Air). AGR Soldiers or Airmen who wish to obtain outside employment must have written approval on file with their Full-time MACOM Administrative Officer (Army) and / or Wing Commander (Air). Full-time MACOM Administrative Officer (Army) and / or Wing Commander (Air) are required to provide copies of AGR personnel outside employment approvals to HRO-AGR upon an AGR Soldier or Airman accepting outside employment or as changes occur.

6. Military time or material must not be utilized for the purpose of an AGR Soldier or Airman conducting outside employment. The outside employment must be accomplished during regularly scheduled off-duty hours. If the proposed outside employment creates a problem in one of these areas or during the course of employment, a problem arises, the HRO may deny or revoke permission for the outside employment.

7. Failure to obtain approval for outside employment may constitute disciplinary action.

8. Point of contact for further information is the AGR Manager, MAJ Shontelle C. Adams at DSN 667-1340 or commercial 502-607-1340.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read 'Donald R. Conover', with a long horizontal flourish extending to the right.

DONALD R. CONOVER  
COL, MP, KyNG  
Human Resource Officer